Livonia Thunderbolt Squadron
CAP New Officer Introduction Checklist

1. Introduction
   a. Missions
      i. Cadet Program
      ii. Aerospace Ed
      iii. Emergency Services
   b. CAP Organization
      i. National
      ii. Regional
      iii. Wings
      iv. Groups
      v. Squadrons
   c. CAP Personnel
      i. Command
      ii. Staff
      iii. Cadets
   d. CAP Assets
      i. Vehicle Fleet
         1. Personal
         2. Passenger Vans
         3. Trailers
      ii. Aircraft Fleet (558)
         1. 172N, P, S, R
         2. 182Q, R, S, T, Glass
         3. 182RG
         4. T182R
         5. U206G
         6. M7-235
         7. A185F
         8. DHC-4
         9. GA-8
         10. P-68TC
      iii. Communications Network (VHF, HF)
         1. Mobile, Base, Handheld
         2. Trailers
         3. Repeaters
      iv. Internet
         1. CAP Website: http://www.cap.gov
         2. WMU http://wmu.nat.cap.gov
         3. eServices http://www.capnhq.gov
         4. CAP Knowledgebase

2. Squadron Operations (CAPR 20-1 and CAPR 52-16)
   a. Structure
   b. Key positions
      i. Commander
      ii. Safety Officer
      iii. Public Affairs Officer
      iv. Administration Officer
      v. Finance Officer
      vi. Cadet Programs Officer
      vii. Operations Officer
      viii. Professional Development Officer

- c. Meeting frequency and agenda
- d. Modes of communication
  - i. Wing Email Lists
  - ii. MI-183 Yahoo Group
  - iii. CPF2020 Yahoo Group
  - iv. Alert Roster

3. The CAP Member
   - a. Standard of Conduct
   - b. Uniforms (CAPM 39-1)
   - c. Rank, Grade, Achievements (CAPR 35-5)
   - d. Specialty Ratings and Badges (CAPR 39-3)

4. Professional Development (CAPR 50-17)
   - a. Leadership Development
     - i. Level I Introduction
     - ii. Level II Technical Training
     - iii. Level III Management
     - iv. Level IV Command and Staff
     - v. Level V Executive
   - b. Mission Skills Development (CAPR 60-3)
     - i. Mission Base Staff
       1. Incident Commander
       2. Information Officer
       3. Planning Officer
       4. Air Branch Ops Director
       5. Ground Branch Ops Director
     - ii. Ground Team
       1. GTM 1, 2, 3
       2. UDF
       3. GT Leader
     - iii. Aircrew
       1. Mission Scanner
       2. Mission Observer
       3. Mission Transport Pilot
       4. Mission Pilot
   - c. CAP Flight Operations Management (CAPR 60-1)
     - i. CAP Flight Activity
     - ii. CAP Aircraft
     - iii. CAP Pilot
       1. General
       2. Flight Orientation Pilot
          - a. CAP Cadet Flight Orientation Program
          - b. AFROTC Cadet Flight Orientation Program
       3. Mission Pilot
          - a. SAR/DR
          - b. CD
          - c. HLS
       4. Instructor Pilot
       5. Check Pilot
5. CAP Financial and Security
   - a. Non-profit Status
   - b. Financial Consideration (CAPR 173-1, 2, 3)
     - i. Reimbursements
   - c. Insurance Considerations (CAPR 900-5)
   - d. Mishap Reporting (CAPR 62-1, 62-2)